

*Governor's Commission on
Middle Eastern American Affairs*

*November Job Announcements
Maryland State Jobs from November 23, 2010*

[Internal Auditor I](#)

Comptroller

Salary: \$35,865 - \$56,469

Position Duties: The main purpose of this position is to work as part of a team to plan, perform, and document the results of technology, compliance, internal control, and operational audits of the Comptroller of Maryland's divisions, departments, units, and business processes. This requires the application of auditing techniques and analytical skills to evaluate operations and identify areas for improvement.

[Benefits Analyst](#)

Department of Budget and Management

Salary: \$45,675 - \$73,300 Grade 18

Position Duties: The Employee Benefits Division (EBD) is recruiting for a Benefits Analyst to support the Division Director in the administration of the State Employee and Retiree Health and Welfare Benefits Program through research, analysis, and evaluation of trend and utilization as well as federal and state regulatory compliance. This position will require the use of independent managerial judgment and discretion. This position will participate in management decisions affecting program management and design. This position will work closely with division consultants and actuaries in the analysis and evaluation of programs on an ongoing basis.

[Office Secretary I](#)

Department of Human Resources

Salary: \$24,951- \$38,838 Grade 8

Position Duties: Under general supervision, this position provides secretarial support to four Service Supervisors and twenty Service Workers. The position also functions as Assistant to all Child Welfare Supervisors, Child Welfare Workers, Adult Services Supervisors, Adult Services Workers, and Administration Staff. Duties include, but are not limited to, typing confidential correspondence, compiling data for reporting, and all special projects assigned. The position is also responsible for entering data into computer system (TADS) for the Adult Services Unit and Rental Assistance Program (RAP) workers; and attending all Adult Guardianship and Management Team meetings for the purpose of compiling minutes, recording, and distributing to appropriate members.

[Sanitarian IV, Registered](#)

Department of Health and Mental Hygiene

Salary: \$40,291 - \$64,317 Grade 16

Position Duties: The Plan Review Specialist coordinates a Statewide program that provides for the review and approval of plans for new and remodeling food establishments and ensures

inspection of these facilities to determine compliance with State and Federal law, regulation and standards.

[Family Investment Specialist II](#)

Department of Health and Mental Hygiene

Salary: \$29,855 - \$46,516 Grade 11

Position Duties: Determine the eligibility of applicants for public assistance programs and review client information for continued eligibility. Under moderate supervision, employees in this class interview clients to explain programs, verify information and determine category of eligibility.

[Family Investment Specialist I](#)

Department of Human Resources

Salary: \$28,109 - \$43,671 Grade 10

Position Duties: Determine the eligibility of applicants for public assistance programs and review client information for continued eligibility. Under close supervision, employees in this class interview clients to explain programs, verify information and determine category of eligibility.

[Personnel Associate I](#)

Maryland School for the Deaf

Salary: \$28,109 – \$43,671 Grade 10

Position Duties: This position is responsible for processing of regular and contractual payroll reports, timekeeping, health benefits enrollment, injury reports and follow-up, processing criminal background checks, and providing employees with orientation and assistance with regard to general personnel matters.

[IT Programmer Analyst Supervisor](#)

Department of Labor, Licensing and Regulation

Salary: \$48,691 - \$78,173 Grade 19

Position Duties: The preferred candidate should have the following special qualifications: Full understanding of Object Oriented Design; Understanding of Full Life-Cycle Development; and experience with Database Design, Developing Stored Procedures, and Crystal Reports. The ideal candidate will also have 2 years experience using the following: ASP.NET, MS Visual Basic.NET, MS SQL Server 2005/2008, Oracle, and experience developing with MS Visual Studio 2008/2010.

[Fiscal Accounts Technician II](#)

Salary: \$29,855 - \$46,516 Grade 11

Position Duties: This position processes daily receipts and/or disbursements for Public Assistance – Maryland Children’s Electronic Social Services Information Exchange (CHESSIE) payments; maintains all CHESSIE reports daily, to include payroll reports, ancillary reports, child account reports, payment adjustments, etc; maintains all Public Assistance overpayments to include collection process, interpretation of reports and overpayment correspondence; ensures timely and accurate processing of payments received, and reconciliation of overpayment

balances in Client Automated Resource and Eligibility System (CARES) to agency control; and creates Excel and Access reports of Public Assistance expenditures.

Park Services Associate I

Department of Natural Resources

Salary: \$31,724-\$40,463 Grade 12

Position Duties: Candidates in these positions will serve as park rangers within a state park serving under the supervision of the Assistant Park Manager or their designee, and will be responsible for directly providing services to visitors, maintaining and protecting natural and cultural resources, equipment, campground and day use areas, grounds and facilities. These positions perform front line work achieving operations, administration, information, education, interpretation, resource management, and visitor services in support of the management of natural, cultural, historical and recreational resources for the benefit of the public. Candidates will be required to work nights and weekends.

Health Planner IV

Department of Health and Mental Hygiene

Salary: \$42,891 - \$68,664 Grade 17

Position Duties: The main purpose of this position is to foster effective liaisons from the Office of Preparedness and Response (OP&R) to support Maryland's Regional HPP initiative. This position supports, monitors, and coordinates a wide range of complex assessments and planning activities among the 45 acute care hospitals, State facilities, and other health system partners regarding public health preparedness and response to potential bioterrorism and other adverse health events. Responsibilities also include ongoing liaison and coordination of functions with appropriate/relevant departmental and external public and private entities at the local, regional, State and national levels.

Health Occupations Investigator I

Department of Health and Mental Hygiene

Salary: \$31,724 – \$49,599 Grade 12

Position Duties: The Health Occupations Investigator will assist the Pharmacist Compliance Officer (PCO) in the investigations of alleged misconduct of pharmacy businesses and professional pharmacists. Perform investigations of complaints received by the Board regarding the operation of pharmacies and the performance of licensed and /or registered pharmacy personnel. Under the supervision of the Boards' Pharmacist Compliance Officer, the Health Occupations Investigator will: gather information from complainants, witnesses and respondents; conducts on-site investigations; obtain signed statements when warranted; prepares subpoenas for obtaining physical or documentary evidence; work with Board members, Board Counsel, Executive Director and Compliance Officer in developing cases and performing technical tasks. Summarizes complaints by the Board and obtains information/evidence needed in the investigation.